



DISTRICT OF COLUMBIA RETIREMENT BOARD Position Vacancy Announcement

ANNOUNCEMENT NO:	20130926	POSITION:	Chief Benefits Officer
OPENING DATE:	September 26, 2013	CLOSING DATE:	Open Until Filled
TOUR OF DUTY:	8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE:	\$115,830 - \$165,000 DOQ (Grade 12) (Career Service) Entire Range: \$115,830 - \$198,919
LOCATION:	900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION:	Open to all applicants
NUMBER OF VACANCIES:	One (1)	TYPE OF APPOINTMENT:	Probationary to Regular

This position is **NOT** in a collective bargaining unit.

*** Successful pre-employment criminal, financial, educational and certification background check required ***

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The District of Columbia Retirement Board ("DCRB") is seeking a Chief Benefits Officer for a \$5.6 billion defined benefit retirement system. DCRB is responsible for the investment of funds and administration of benefits for over 13,000 retirees and 10,000 members for the District of Columbia Teachers' Retirement Plan and the District of Columbia Police Officers and Firefighters' Retirement Plan (collectively "Plan members").

The Chief Benefits Officer serves as the chief benefits officer and manages all staff and operations of the Benefits Department consistent with the laws, regulations and policies set by the Executive Director. The Chief Benefits Officer is an executive position, which reports directly to the Executive Director.

PRIMARY RESPONSIBILITIES

1. Provides direction and structure for pension benefits administration functions relating to active and inactive members, retirees and other beneficiaries.
2. Manages all personnel within the Benefits Department, including monitoring employee performance, coaching and supervising assigned staff. This including hiring, training, disciplining, and counseling subordinate staff.
3. Manages determination of benefits, implementation of payments, and communication with Plan members.
4. Oversees general benefits administration responsibilities, including interaction with the actuary, managing call center operations, retirement counseling, and quality assurance.



5. Establishes goals and objectives that support overall agency strategies; plans, develops and/or approves schedules, priorities, staffing and funding for program activities, sets standards for achieving goals, and directs evaluation activities.
6. Determines trends and makes recommendations to resolve operational, customer service and benefit issues.
7. Ensures compliance with laws pertaining to programs and benefits.
8. Plans and evaluates the application of information technology to assist in meeting departmental needs.
9. Reviews, analyzes, and testifies on legislative and regulatory proposals that impact benefits administration.
10. Coordinates with the Police and Fire Retirement and Relief Board, DC Public Schools, DC Human Resources, and DC Office of Chief Financial Officer for eligibility determinations, and other issues as needed.
11. Oversees the calculation, reconciliation, control and payment of monthly pension benefits.
12. Oversees member service communication protocols and delivery of communication materials to Plan members.
13. Develops, administers, and monitors departmental budget.
14. Coordinates and prepares reports, issue papers, and departmental statistics for the DCRB Benefits Committee, Board, U.S. Treasury, and Council of the District of Columbia.
15. Serves as liaison on administrative and governance issues with the Board Trustees, and external entities such as other District government agencies, federal government agencies, District and federal legislative bodies, and, as directed by the Executive Director, represents the Board to such external entities.
16. Provides management and analytical support to the Executive Director by preparing statements to the Executive Director or Board Chairman for presentations to the Mayor and legislative bodies.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of theory, principles, and practices of retirement systems structure and management.
- Advanced knowledge of retirement plans and operations.
- Advanced knowledge of call center operations.
- Knowledge of current and developing issues and trends in pension plan governance and administration.
- Knowledge of employee benefits laws.
- Advanced knowledge in pension information systems, record keeping systems, and computer applications associated with performing retirement administration processes.
- Proficient in computer applications (Microsoft Office, PowerPoint, internet navigation, e-mail).
- Ability to make decisions and operate independently with respect to complex issues and business requirements with a high degree of exposure.
- Strong operational leadership and management skills.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to develop, plan, and implement short and long-range goals.
- Ability to make strategic and tactical decisions and judgments on sensitive, confidential issues.
- Ability to thrive in a changing environment and deal with ambiguity.
- Competence in managing multiple projects simultaneously with a strong results/goal orientation
- Skill in organizing resources and establishing priorities.
- Excellent communication skills including the ability to write and speak clearly and succinctly in a variety of communication settings and styles.



- Excellent project management and organizational skills.
- Ability to use rigorous logic and methods to solve difficult problems with effective solutions.

BEHAVIORAL COMPETENCIES

- Ability to establish and maintain effective working relationships with employees, annuitants, Plan members, vendors, and other stakeholders.
- Ability to plan, supervise and review the work of professional, technical, and clerical staff.
- Ability to work closely with others as part of a team while being able to take full responsibility for outcomes.
- Ability to work and interact with departments throughout the agency, District, and Federal government.
- Strong customer/client focus, with the ability to manage expectations appropriately, provides a superior member experience.
- Ability to maintain confidentiality of records and information.
- Ability to work under tight deadlines and independently prioritize work.

QUALIFICATIONS

- Bachelor's or Master's degree, preferably in business administration, public administration, or related field.
- CEBS or other related pension benefits certificate preferred.
- At least seven years of benefits administration work, including experience specific to call center operations, pension benefit law and calculations.
- At least seven years of supervisory experience in benefits administration and/or human resources.
- PeopleSoft proficiency preferred.

WORKING CONDITIONS

- Normal office environment

COMPENSATION LEVEL: Grade 12

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application, cover letter, and resume. The DC2000 Employment Application is available as a fillable document on the "Working at DCRB" page on DCRB's website. You may view that page here: <http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.



Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY: Submit application materials to: **HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001**

Or fax materials to: **(202) 343-3302
Attention: HR Director**

Or e-mail materials to: dcrb.vacancies@dc.gov

NOTE: It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY DCRB HUMAN RESOURCES